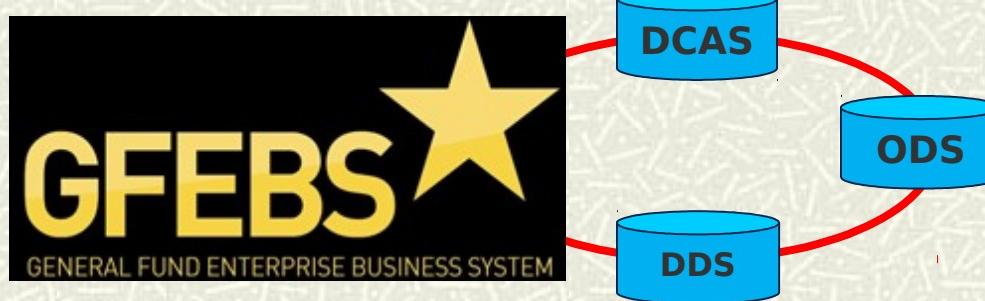




US ARMY FINANCIAL MANAGEMENT COMMAND



GFEBS Access and Familiarization

United States Army Financial Management Command
(USAFCOM)
Operational Support Team

Action, Conditions and Standard

ACTION: log into the General Fund Enterprise Business System (GFEBS) and effectively navigate the Training Environment and applicable training materials

CONDITIONS: given access to the USAFMCOM GFEBS Training Environment and Army Knowledge Online (AKO) website

STANDARD: identify and navigate through the different elements and options offered in the main screen of the General Fund Enterprise Business System (GFEBS), the Performance Support Website (PSW) and additional training materials. Utilize shortcuts/tips and successfully access training, walkthrough and job aid materials for each transaction.

Agenda

- ▶ **GFEBS Access and Login**
 - ▶ Saving the GFEBS page to AKO favorites
 - ▶ Accessing GFEBS through AKO favorites
 - ▶ GFEBS Access Screen
 - ▶ Performance Support Website (PSW)
 - ▶ GFEBS environment Log-In
- ▶ **GFEBS Main Body screen and Menus**
 - ▶ SAP Easy Access- User Menu
 - ▶ SAP Easy Access- SAP Menu
 - ▶ Adding/Changing and accessing Favorite Transactions

Agenda

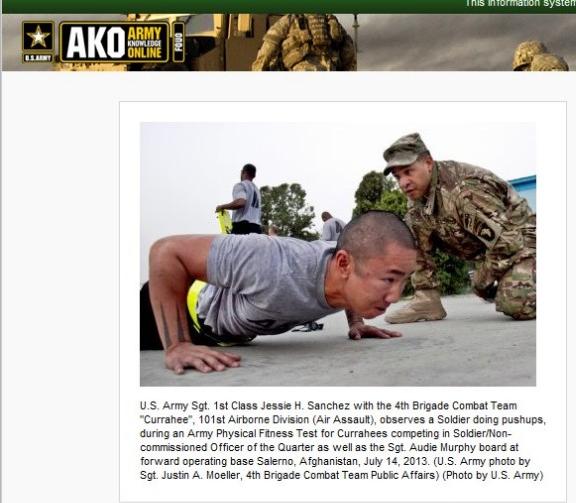
- ▶ Command Codes, Transaction Codes, Shortcuts and Tips
 - ▶ Command and Transaction Codes
 - ▶ System shortcuts
 - ▶ Status bar Messages
 - ▶ Messages (Error)
 - ▶ System Tips
- ▶ Search and Input Field assistance Tips
 - ▶ Search Windows and Wildcards
- ▶ **GFEBS additional Training tools and resources**
 - ▶ milWiki
 - ▶ GFEBS Public Files
- ▶ **Useful Links**

GFEBS Access and Login



AKO/GFEBS Access

URL: <https://www.us.army.mil>



YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFO THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to it) following conditions:

- The USG routinely intercepts and monitors communications including, but not limited to, penetration testing, network operations and defense, personnel misconduct (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are routine monitoring, interception, and search, and may be used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication) to protect USG interests—not for your personal benefit or convenience.
- Notwithstanding the above, using this IS does not constitute CI investigative searching or monitoring of the content of communications, or work product, related to persons by attorneys, psychologists, or clergy, and their associates, or communications and work product are private and confidential under the attorney-client privilege or similar protection.

I Accept

CAC/PIV Login I don't have a CAC/PIV

Sign in using your CAC/PIV

Insert your CAC/PIV into the card reader, then Sign in.

Sign in

Low Bandwidth

Sign in directly to Webmail

Having trouble accessing AKO?

New to AKO? Register user

Windows Security

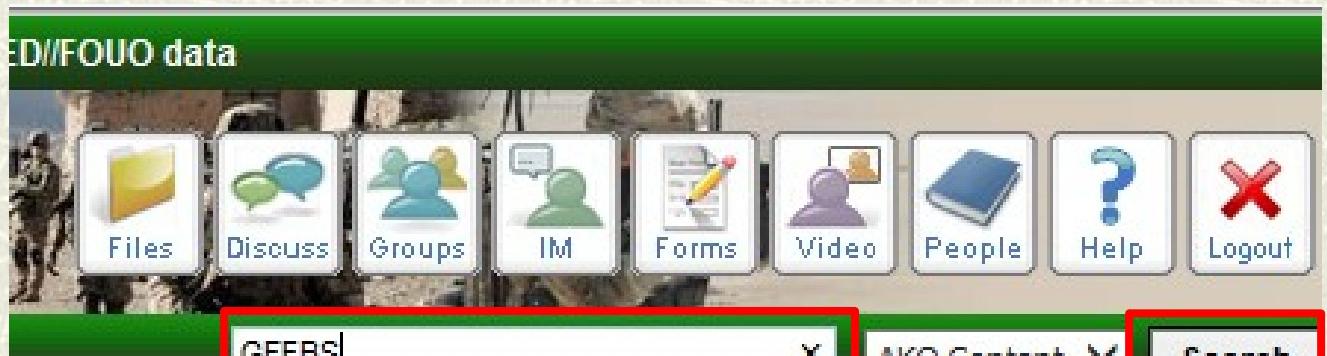
Confirm Certificate

Last.First. 1111.....
Issuer: DOD CA-32
Valid From: 4/1/2014 to 2/15/2015
Click here to view certificate properties...

OK Cancel

NOTE: You will not have access to the GFEBS Portal unless you have been properly provisioned

AKO/GFEBS Access (Cont'd)



AKO Recommends

General Fund Enterprise Business System (GFEBS)

<https://www.us.army.mil/suite/page/247127>

General Fund Enterprise Business System (GFEBS)



NOTE: You will not have access to the GFEBS Portal unless you have been properly provisioned

AKO/GFEBS Access (Cont'd)

Adding the GFEBS Page to your “Favorites” for easy access



This information system is approved for UNCLASSIFIED//FOUO data

GFEBS

Home ▾ My Account ▾ Favorites ▾ Quick Links ▾ Self Service ▾ Search...

GFEBS Home (Related Content ▾) Add to Favorites

AKO Home > DoD Organizations > Army > Headquarters, Department of the Army (HQDA) > Secretary of the Army (SA) > ASA (Financial Management and Comptroller) > GFEBS Home

Welcome to GFEBS

General Fund Enterprise Business System
National Guard and the Army Reserve. GFEBS standardizes, streamlines and shares critical data across the Army.
Standard Operation and Maintenance Army

Email Files Discuss Groups IM Forms Video

Search... AKO CO

Add to Favorites Options ▾

1

GFEBS System

[GFEBS GRC \(Access Control\)](#)

GFEBS GRC

[GFEBS Portal \(Production\)](#)

[GFEBS Self-Service Home](#)

Create/View/Update Helpdesk Requests (Note: NIPRNET Access is Required)

[GFEBS Training and Performance Support Website \(GFEBS Help\)](#)

GFEBS Login procedures



Accessing GFEBS through the “Favorites Menu”

This information system is approved for UNCLASSIFIED//FOUO data

The screenshot shows the AKO homepage with a green banner at the top stating "This information system is approved for UNCLASSIFIED//FOUO data". The main navigation bar includes "Home", "My Account", "Favorites" (which is highlighted with a red box and has a large green arrow labeled "1" pointing to it), "Quick Links", and "Self Service". Below the navigation bar is a sidebar with various links: "AKO My Profile", "New Notifications", "New In My Files", "New In My Blog", "My Tasks", "Pages" (which is highlighted with a red box and has a large green arrow labeled "2" pointing to it), "Tell CPT AKO/TD", "G1 Suicide Prevention", "Webmail Lite", "AKO Speed Test", and "AKO Training". To the right of the sidebar is a "Pages" section containing "Documents", "Folders", and "Communities". Further down is another "Pages" section with links to "EagleCash Home", "FM net", "OTCnet Home", and "GFEBS Home" (which is highlighted with a red box and has a large green arrow labeled "3" pointing to it). At the bottom of the page, there is a section titled "How do you usually access AKO?" with two options: "Answer" (radio button) and "Government computer, with a CAC/PIV" (radio button).

GFEBS access Screen

This information system is approved for UNCLASSIFIED//FOUO data

GFEBS 

Home ▾

GFEBS Home (Related Content ▾)
AKO Home > DoD Organizations > Ar
> GFEBS
Welcome to GFEBS

General Fu
National Gu
Standard O

GFEBS Wa
800 x 600
1024 x 768
1600 x 1200

GFEBS Sys
GFEBS GRC (Ac
GFEBS GRC
GFEBS Portal (Production)
GFEBS Self-Service Home
Create/View/Update Helpdesk Requests (NIPRNET Access is Required)

GFEBS GRC (Ac
GFEBS GRC
GFEBS Training and Performance Support Website (GFEBS Help) 
GFEBS Training Portal (End User Training)
GFEBS 1.4 QA Portal
GFEBS Training and Performance Support Website (GFEBS Help)
GFEBS Training Portal (End User Training)
GFEBS 1.4 QA Portal

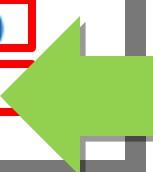
Email Files Discuss Groups IM Forms Video People Help

Search... AKO Content ▾

Remove from Favorites Options ▾
ASA (Financial Management and Comptroller) > GFEBS
streamlines and shares critical data across the active Army, the Army used standard accounting system for Army Installations, and the Government Enterprise Resource Planning (ERP) systems.

The Performance Support Website (PSW) allows you to access GFEBS simulation and walk-through training materials by course name, course topic, and by role:

Access to the GFEBS Training Portal (TED) and/or production



GFEBS Knowledge Management Portal
GFEBS leverages milSuite Knowledge Management Tools

connecting

10

GFEBS access Screen (Cont'd)



Performance Support Website (PSW)

Welcome to the GFEBS Training Performance Support Website (Training PSW)!

The GFEBS Training Performance Support Website is a key component of the GFEBS Training and Performance Support Strategy. The Training PSW contains training materials for the current wave or next wave of Training.

- GFEBS Training Courses**
- GFEBS User Roles**
- GFEBS Materials A-Z**
- GFEBS Training Information**
- GFEBS Interface Monitor Trainit**
- GFEBS Reports**

Expand the menus to view the available options for each course name, course topic, and by role. Click the "+" signs to expand



GFEBS Reports

GFEBS access Screen (Cont'd)

Performance Support Website (PSW)

The screenshot shows the GFEBS Performance Support Website (PSW). On the left, there is a navigation tree under 'GFEBS Training Courses' with various modules like Cost Management, Equipment and Assets, Financials, etc. A red box highlights the 'L455 Invoice Processing' node, which has four sub-nodes: Application Tutorials, Job Aids, and User Procedures. A large green arrow points from this highlighted node towards the main content area. The main content area displays the 'Application Tutorials' section, which includes 'Job Aids' and 'User Procedures'. The 'User Procedures' section lists three topics: 'Add Misc Pay Invoice Attachment User Procedure', 'Cancel Invoice Document User Procedure', and 'Change Document User Procedure'.

Application Tutorials

Job Aids

Listed more in

User Procedures

Listed below are topics discussed within the User Procedures category. Click a topic to navigate to more information.

- Add Misc Pay Invoice Attachment User Procedure
- Cancel Invoice Document User Procedure
- Change Document User Procedure

Application Tutorials: step-by-step interactive transaction simulations

Job Aids: step-by-step in-detail transaction walkthroughs

User procedures: step-by-step explained transaction based on the Job Aids (shorter and more concise)



GFEBS Additional Training Tools and Resources

milWiki Training Site



GFEBS Knowledge Management Portal

GFEBS Leverages milSuite Knowledge Management Tools

GFEBS is now using milSuite in conjunction with AKO to support the GFEBS user community. milSuite Solutions and professional networking across the AKO/DKO community. GFEBS has leveraged these tools to support GFEBS users when you join the [GFEBS milBook group](#). The GFEBS milWiki Portal is quickly becoming a favorite! Users can now follow GFEBS news and events via the GFEBS milBlog page.

For your convenience, here are some [tips and tricks](#) for accessing and navigating the milSuite capabilities. You can access the milSuite tools by clicking the links in the text above or clicking on the images below.

Recent Content

- GFEBS Power User Training Conducted - 20 Jul 2010
- Wave 4 Change Discussion Workshop - Held 19-23 July 2010
- GFEBS Power User Training Wave 5 - Session 1 - 2 weeks ago
- Re EOK crossover in GFEBS - 3 months ago
- An OPEN ALLOCATION appropriation - 4 months ago
- Re somehow - 6 months ago

Actions

- Create a discussion
- Create a document
- Create a blog post
- Create an announcement
- Create a poll
- more people to join this group

Manage

- View details
- Join group members
- Leave group

Notifications

- Stop email notifications
- Critical needs

Home

News

Events

Resources

Help

Logout

milBlog

General Fund Enterprise Business System (GFEBS)

WATCH

LISTEN

Shortcuts to specific sections of the milWiki Portal

NOTE: This may be accessed through the AKO GFEBS home page (middle portion)

NOTE: Users must first register to the "milSuite" portal in order to gain access to the training materials. See next slides.

1
Shortcut to the milWiki Portal

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS)
THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.
- This site is not approved for Personally Identifiable Information (PII). If you suspect PII, please contact milsuite.mil@us.army.mil. For more information on PII, review [DoDD 5400.11](#), the DoD Privacy Program.

By clicking the "I AGREE" button below, you're accepting the terms and conditions mandated above

2
I AGREE

[I promise I'm going legit](#)

milWiki Training Site (Cont'd)

Requesting Access

The screenshot illustrates the account creation process on the milSuite platform. It consists of three main sections:

- Step 1:** A green arrow points to a red box around the "Click here to register!" link on the left side of the page.
- Step 2:** A green arrow points to a "Confirm Certificate" dialog box in the center. The dialog shows a certificate thumbnail, details (Last First: 1111...., Issuer: DOD CA-32, Valid From: 4/1/2014 to 2/15/2015), and an "OK" button highlighted with a red box.
- Step 3:** A green arrow points to a large yellow box containing the text "Verify your information and create the account". Inside this box, the "Create New Account" button is also highlighted with a red box.

NOTE: It may take up to 10 minutes for your account to be activated in the system.

Below the registration form, there is a list of fields for entering personal and professional information:

- First Name: [Redacted]
- Middle Name: [Redacted]
- Last Name: [Redacted]
- Enterprise Username: [Redacted]
- Telephone Number: [Redacted]
- E-mail: [Redacted]
- CAC Serial: [Redacted]
- CAC CA: [Redacted]

milWiki Training Site (Cont'd)

Website breakdown

The screenshot shows the milWiki GFEBS portal page. The top navigation bar includes links for Portal, Talk, Post to milWire, View, Edit, Edit source, History, Search, and Log out. The left sidebar contains links for Main Page, Create an Article, Categories, New Articles, All Portals, Recent Changes, Support, milWiki on Mil U, milWiki Help, milWiki Tutorial, milWiki Images, Community Portal, Sandbox, Guidelines, milSuite, Global Services, and Tools. A red box highlights the 'Main Page' link in the sidebar.

The main content area has several sections highlighted by yellow callouts:

- GFEBS news, key links and latest information**: Located in the top left of the main content area.
- Helpful training resources and websites**: Located at the bottom left.
- Other milWiki Resources**: Located at the bottom left.
- GFEBS Class information and schedules**: Located in the center of the main content area.
- Various online transaction walkthroughs**: Located in the center of the main content area.
- Location and duty specific Job Aids**: Located at the bottom right.
- Access to GFEBS guidelines**: Located in the bottom right corner.
- Lessons Learned**: Located in the bottom right corner.

The page also features a sidebar with a star icon and a list of names: Tameria.j.odell, Robert, Joseph, Douglas, Principal Deputy Comptroller (PDAS), - Military Dep., - Program Executive Officer for Enterprise Information, Mr. Paul Jacobs – GFEBS Deployment Chief, and others.

GFEBS Login procedures (Cont'd)



CAC Access



NOTE: The PSW Page may be left open while running the GFEBS page



GFEBS Main Body Screen and Menus



GFEBS Main Body screen – As seen in Production

The screenshot shows the GFEBS Main Body screen with several key areas highlighted:

- Top Navigation:** A black bar with tabs: "Welcome", "GFEBS Home" (yellow), "ERP" (red box), and "Business Intelligence".
- Left Sidebar:** "Detailed Navigation" with "Welcome" and "Universal Worklist" items.
- Welcome Area:** "Welcome to GFEBS!" with a message: "Tuesday, 24 June" and "ALERT: GFEBS BI Data Updates Delayed – 24 June 2014". It also mentions "Attention: GFEBS BI Users" and "How this affects you: GFEBS is updating the data...".
- Available Resources:** A section stating "This information system is approved for UNCLASSIFIED//FOUO data" and listing resources like "GFEBS Performance Support Website (PSW)" and "GFEBS".
- Support:** Information about contacting the GFEBS Help Desk via phone or email, and details about hours of operation and request creation.
- Upcoming DCOs/Hotlines:** A section showing "Upcoming DCOs/Hotlines" which is currently empty.

Annotations on the left side point to specific sections:

- Important system announcements:** Points to the "Welcome to GFEBS!" area.
- GFEBS technical support information:** Points to the "Support" section.
- Shortcuts to up-to-date training materials:** Points to the "Available Resources" section.

A large callout box on the right provides instructions: "To exit the Main Body screen, click on the ‘ERP’ tab to access GFEBS (only available in the production database)."

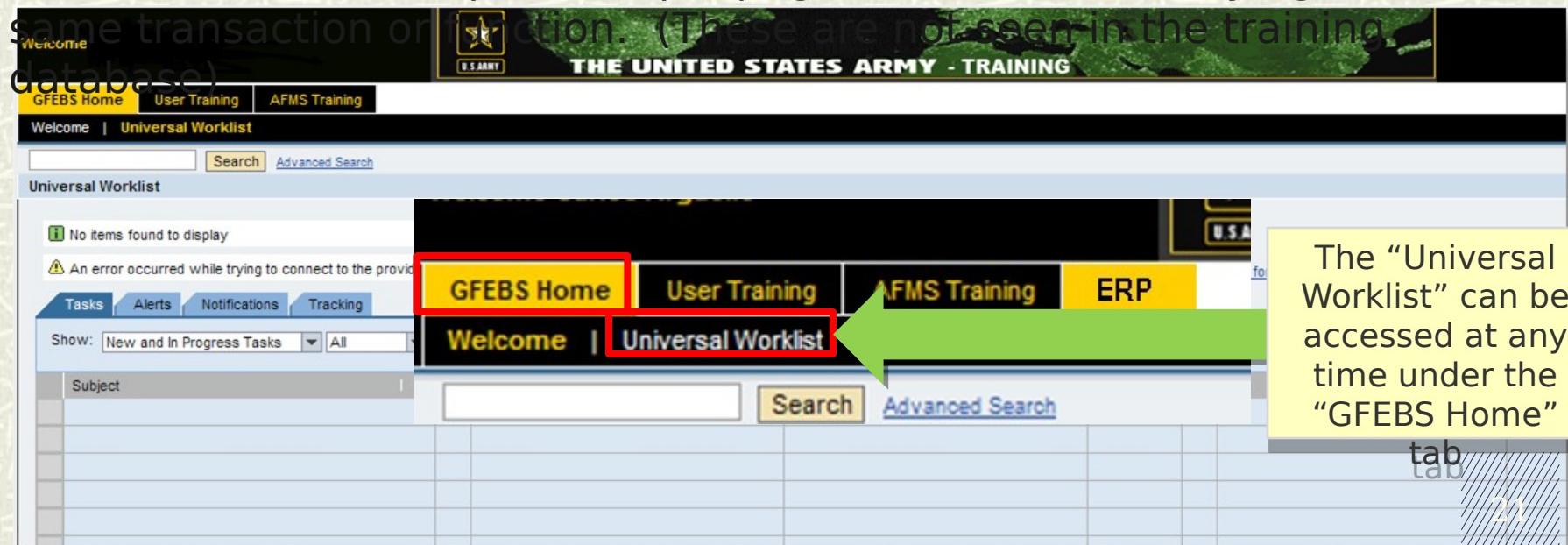
Note: This screen is only seen in the Production (real-life) GFEBS environment.

GFEBS Universal Worklist

The Universal Worklist is another screen accessed from the GFEBS Home page tab. The worklist maintains a running list of all work items assigned to a particular user at a particular time. The user is one of the recipients of each of the work items.

On the Universal Worklist screen below, notice the tabs located along the top. Similar tabs appear in other areas of GFEBS. The tabs enable the user to view and/or input multiple pages of data while staying in the

same transaction or action. (These are not seen in the training database.)



Systems Application and Products in Data Processing (SAP) Easy Access - User Menu



Menu Tool Bar

Welcome Tameria O'dell

U.S. ARMY THE UN

Operational

TED-359

Search Advanced Search

TED-359 History Back Forward

GFEBS

Clicking "Help" will open the PSW in a separate window

A yellow callout box with a green arrow points to the "Help" button on the toolbar, which is highlighted with a red border.

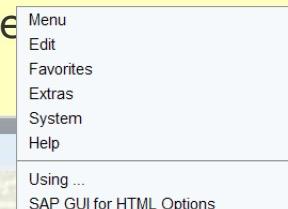
SAP Easy Access - User Menu for Tameria O'Dell

Menu ▾ | Log off | System ▾ | User menu | SAP menu | SAP Business Workplace | Add to Favorites | Delete Favorites | >

- ▶ Favorites
- ▶ User Menu for Tameria O'Dell

Menu tool bar: The Menu Toolbar is dynamic and will differ depending on the transaction. This example shows the Command field on the toolbar; however, at times this field is collapsed. The Command field accepts both commands and T-codes. Spending Chain Transaction and Command Codes Job Aids will be discussed during this class. The black lower right corners on buttons (see example below) indicate a menu. This convention is throughout GFEBS.

Menu



SAP Easy Access - User Menu (Cont'd)

n, Status Bar and User-to-SAP Menu toggle

The screenshot shows the SAP Easy Access - User Menu interface for user Tameria O'Dell. The top navigation bar includes a 'Log Off' button, a 'Log off' link, and a 'GFEBS' logo. A context menu is open over the 'Log off' link. The main menu bar has 'User menu' and 'SAP menu' buttons. A status bar at the bottom displays 'Enter Purchasing Org.' and system information: 'System TED (359)', 'Client 359', 'User 1082692149', 'Dynpro SAPLSMTR_NAVIGATION/0101', and 'Transaction SMEN'. A red box highlights the 'User menu' and 'SAP menu' buttons.

Welcome Tameria O'dell

THE UNITED STATES ARMY

GFEBS

Log Off (closes Portal session)

Log off

Options Icon: enables the user to open multiple sessions at one time (it is recommended that a user not have more than three sessions open at once), add favorites to internet Browser and Portal favorites.

TED-359

SAP Easy Access - User Menu for Tameria O'Dell

Menu

Log off

User menu

SAP menu

SAP Business Workplace

Add to Favorites

Favorites

User Menu

Log Off (closes GFEBS session)

Buttons to toggle between "User Menu" and "SAP Menu".

Field utilized for Command code entry, Transaction code navigation, report request,

Status Bar: displays information such as system and input error messages

System information: displays transaction being processed, system

Enter Purchasing Org.

Open in New Window

Personalize

Details

Add to Browser Favorites

Add to Portal Favorites

SAP

TED (359)

sap

SAP Easy Access - SAP Menu



SAP Navigation pane

The screenshot shows the SAP Easy Access interface. At the top left is the SAP logo and the text "THE UNITED". On the right is a "GFEBS" logo with a star. The top navigation bar includes "Help | Log off", "History", "Back", "Forward", and a menu icon. The SAP Navigation pane is located on the left side of the screen, featuring a red border. It contains sections for "Favorites", "SAP Menu", and various application components like Office, Cross-Application Components, Collaboration Projects, Logistics, Accounting, Human Resources, Information Systems, Tools, and WebClient UI Framework. A yellow callout box with a black arrow points to the "SAP Menu" section, containing the text: "Expand the menu by utilizing the Black arrows for navigation". Below this, another callout box shows the "SAP Menu" expanded, revealing sub-options for Logistics, Materials Management, Purchasing, and Purchase Order. A green arrow points from the first callout to the expanded "SAP Menu" list. A yellow callout box at the bottom left describes the Navigation pane: "The Navigation pane (or panel) shows the user's Favorites, User Menu (transactions and reports available to the user based on roles assigned), and SAP menu".

Expand the menu by utilizing the Black arrows for navigation

Unexpanded

Expanded

Expanded

The Navigation pane (or panel) shows the user's Favorites, User Menu (transactions and reports available to the user based on roles assigned), and SAP menu.

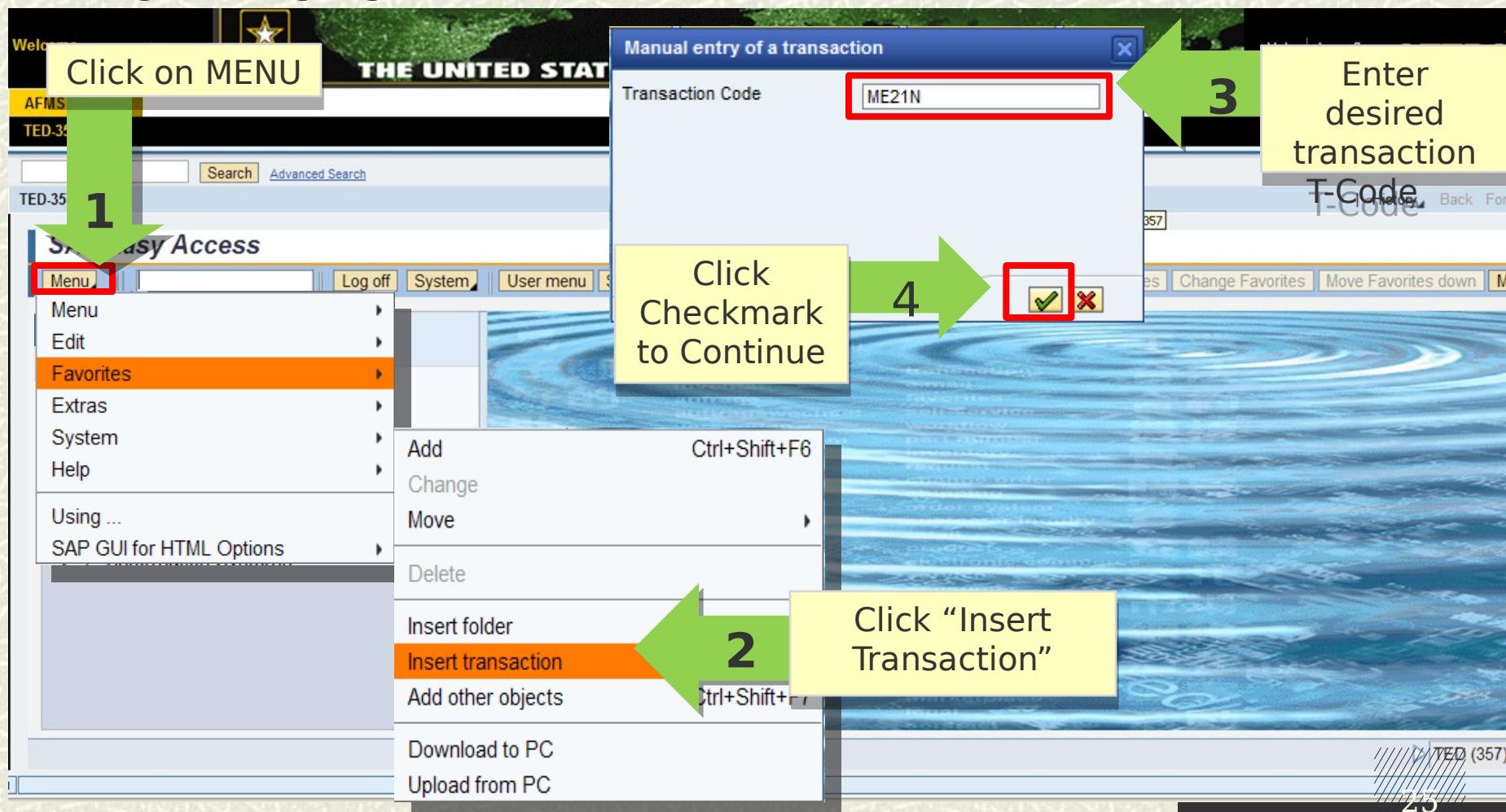
- ▶ Favorites
- ▶ SAP Menu
 - ▶ Office
 - ▶ Cross-Application Components
 - ▶ Collaboration Projects
 - ▶ Logistics
 - ▶ Accounting
 - ▶ Human Resources
 - ▶ Information Systems
 - ▶ Tools
 - ▶ WebClient UI Framework

- ▶ Favorites
- ▶ SAP Menu
 - ▶ Office
 - ▶ Cross-Application Components
 - ▶ Collaboration Projects
 - ▶ Logistics
 - ▶ Materials Management
 - ▶ Purchasing
 - ▶ Purchase Order
 - ▶ Create
 - ▶ ME22N - Change
 - ▶ ME23N - Display
 - ▶ ME24 - Maintain Supplement

SAP Easy Access - SAP Menu



Adding/Changing Favorites (*most commonly processed transactions for users*)



SAP Easy Access - SAP Menu (Cont'd)

Adding/Changing Favorites (*most commonly processed transactions for users*)

The screenshot shows the SAP Easy Access interface. At the top, there's a toolbar with buttons for Operational, Search, Advanced Search, Log off, System, User menu, SAP menu, SAP Business Workplace, Add to Favorites, Delete Favorites, Change Favorites, Move Favorites down, and Move Favorites up. Below the toolbar, the main area has two sections: 'Favorites' and 'SAP Menu'. The 'Favorites' section contains a single item: 'ME21N - Create Purchase Order'. The 'SAP Menu' section is expanded, showing 'Office', 'Cross-Application Components', 'Collaboration Projects', 'Logistics', 'Materials Management', 'Purchasing', 'Purchase Order', and 'Create'. Under 'Create', there are two items: 'ME21N - Vendor/Supplying Plant Known' and 'ME25 - Vendor Unknown'. A red box highlights the 'Favorites' section, and another red box highlights the 'Create' section under the SAP Menu.

SAP Easy Access

Menu ▾ Log off System ▾ User menu SAP menu SAP Business Workplace Add to Favorites Delete Favorites Change Favorites Move Favorites down Move Favorites up

TED-359

Favorites

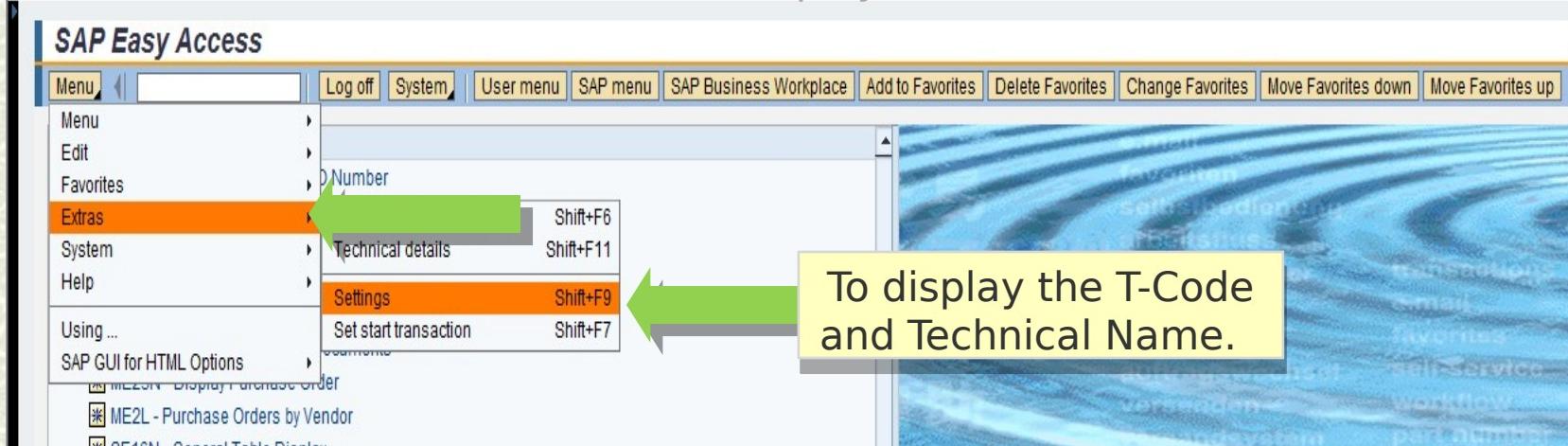
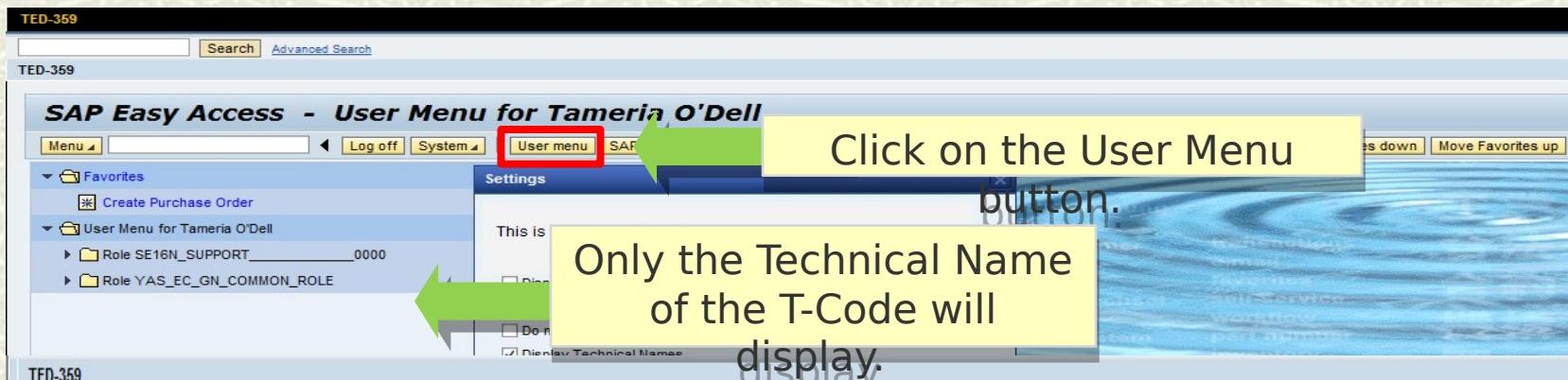
ME21N - Create Purchase Order

SAP Menu

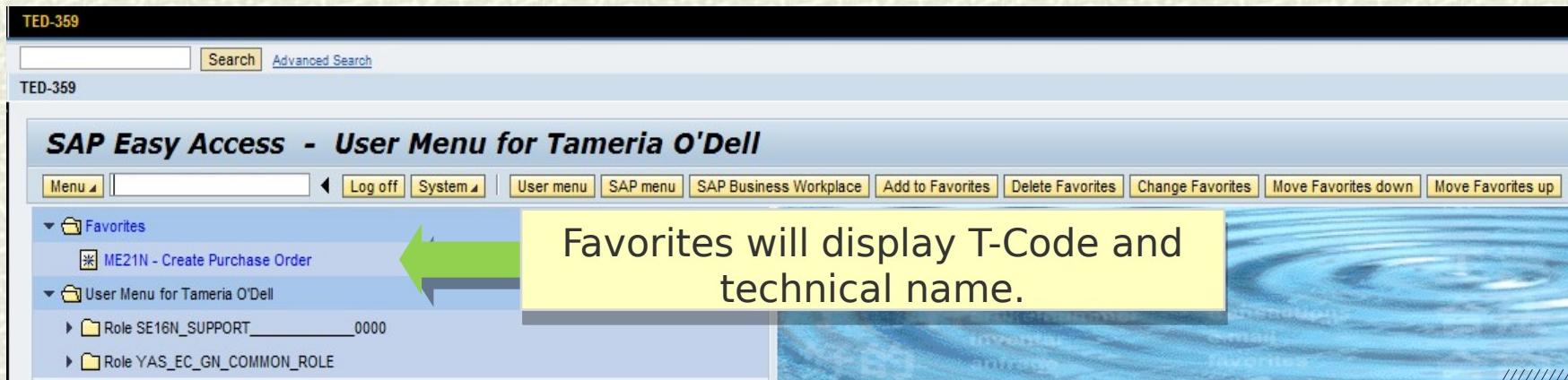
- Office
- Cross-Application Components
- Collaboration Projects
- Logistics
- Materials Management
 - Purchasing
 - Purchase Order
 - Create
 - ME21N - Vendor/Supplying Plant Known
 - ME25 - Vendor Unknown

The saved favorite will appear in both the Favorites and the SAP menus. Although a different definition may display, the T-code is the same. When double-clicking on the favorite, this will navigate the User directly to the saved transaction code.

SAP Easy Access - SAP Menu (Cont'd)



SAP Easy Access - SAP Menu (Cont'd)





Command Codes, Transaction Codes Shortcuts

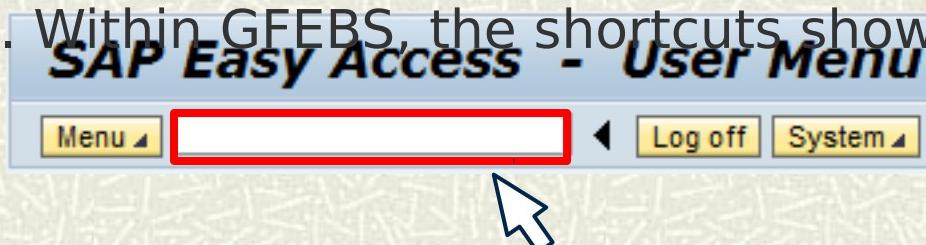
Command and Transaction Codes



GFEBS uses command codes, transaction codes (T-codes) and shortcuts to relay instructions to the system. T-codes and command codes are slightly different.

A T-code is a unique identifier attached to each transaction in SAP. A command code is the text typed into the Command field in order to access a transaction. It consists of the T-code when the user is on the home screen (the SAP Easy Access Menu) or of the T-code and a prefix if the user is currently working within a transaction.

With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBS, the shortcuts shown below are available.



Command and Transaction Codes

Command Code

SAP Easy Access -	ME23N
SAP Easy Access -	/N
SAP Easy Access -	/NMIRO
SAP Easy Access -	/O
SAP Easy Access -	/OMIGO
SAP Easy Access -	/I
SAP Easy Access -	/Nend

Action

- Takes the user to the associated transaction if currently at the SAP Easy Access Menu. In this case, display a PO.
- Ends the current transaction and returns the user to the SAP Easy Access Menu (the water screen)
- Ends the current transaction and starts a new specified transaction. In this case, an Invoice.
- Displays an overview of the open sessions.
- Starts a new session with the specified transaction while keeping the current session open.
- Closes the active session.
- Ends the current transaction and prompts the user to log off SAP.

NOTE: Mission Specific Transaction Codes will be covered in depth during the following slide.

Types of Transaction Codes

GFEBS uses numerous T-codes. Some will become familiar to the user due to frequency of use. Those T-codes are recommended for the user's Favorites list. The following hints may assist in understanding T-codes that are less familiar. These hints are guidelines and not true in all cases.

<u>T-Code</u>	<u>The T-Code</u>	<u>Example</u>
<u>ending in:</u>	<u>will:</u>	
1	Create a new transaction.	<u>XK01</u> - Create Vendor
2	Change a saved transaction	<u>XK02</u> - Change Vendor
3	Display a transaction.	<u>XK03</u> - Display Vendor

Transaction Codes for Reports will usually start with the letter "S".
Example: **S_P99_41000099** – Payment List

System Shortcuts



With any system, shortcuts are popular with users. These shortcuts are keys or key combinations that command the system to take action. Within GFEBS, the shortcuts shown below are available.

Action	Shortcut
Back	F3
Cancel	F12
Choose	F2
Copy	Ctrl + C
Create	F6
Cut	Ctrl + X
Display/Change	F7
Exit	Shift + F3
Help	F1
Last Page	Ctrl + Page Down
Next Page	Page Down

Action	Shortcut
Page Up	Ctrl + Page Up
Paste	Ctrl + V
Possible Values	F4
Previous Page	Page Up
Save	F11 (from within a transaction)
Tab left	Shift + Tab
Tab right	Tab
Undo	Ctrl + Z
Up, down, left, right	Arrow Keys

System Tips



In order to gain more input space within the screen, use the F11 function key to “minimize” the webpage header. The same procedure will return the screen to its normal state and size.

“Single-Click” on the Green portion of the Header, then press F11

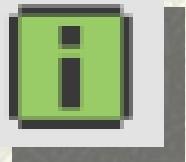
F11

The screenshot shows a SAP application window titled "Create Purchase Order". The header bar is partially visible at the top. A yellow callout box on the left side of the screen contains the text "“Single-Click” on the Green portion of the Header, then press F11". A green arrow points from this text towards the top header area. Two red arrows point from the bottom of the main table rows down towards the bottom of the minimized header bar. The application interface includes various tabs like "Standard PO", "Delivery/Invoice", "Conditions", etc., and a large table for entering purchase order details.

Status Bar Messages



When processing or saving transactions, the Status bar will return different messages in the Status Bar at the lower left-hand corner of the screen, including:



Information messages: these messages indicate that the entry has been accepted and is displayed as a green button with a lower case letter I in it.



Warning messages: these messages indicate that the data may contain errors but does not prevent you from processing a transaction. Warning messages are displayed as a yellow button with an exclamation ("!") mark.



Error messages: these messages indicate that there is a mistake that must be corrected before you can proceed to the next screen. Error messages are displayed as a red button with an exclamation point ("!"). GFEBS will not let you continue until you correct the entry.



Messages (Error)

When processing a transaction, the system will notify the user if input data is missing, inaccurate or it fails system checks prior to processing. The user will be unable to save the work unless these indicators are cleared by making additional input or the necessary corrections. The Icon may appear in multiple portions of the transactions screen; all errors must be cleared prior to saving the transaction. These errors are also known as “Hard Stops”.



If this icon is present in any field, the user must make the necessary corrections.

Messages

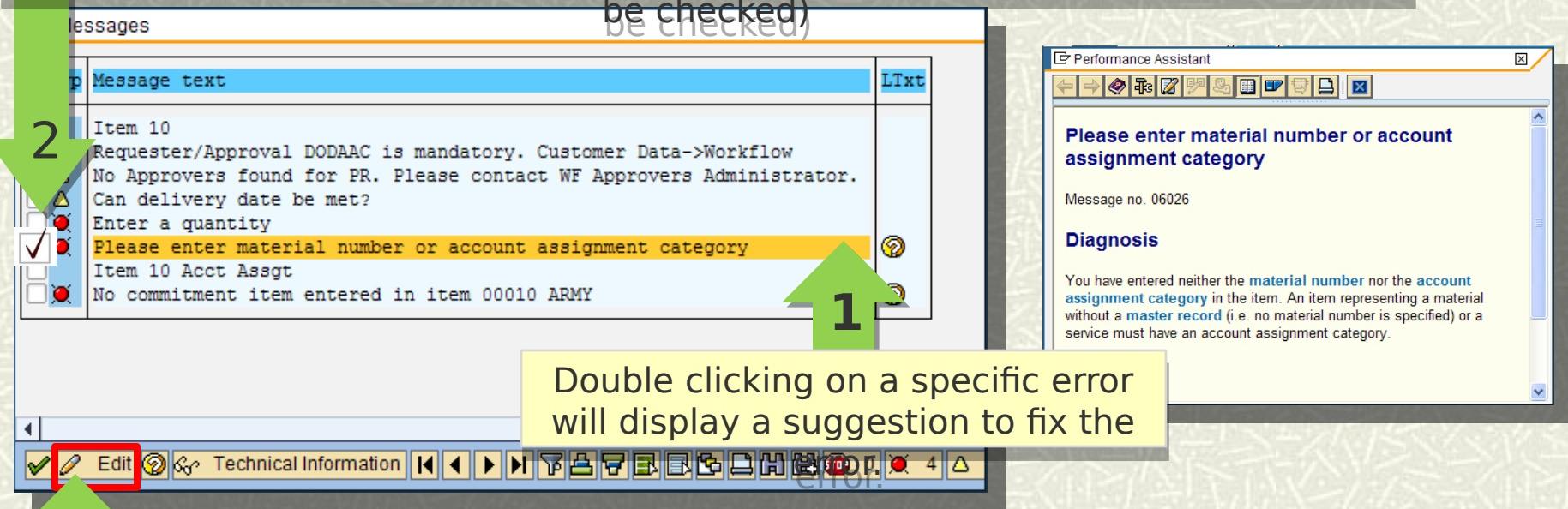
Type	Message Text	LText
Info	DocHeader	
Error	Purchase requisition still contains items with errors	
Info	Item 10	
Error	Requester/Approval DODAAC is mandatory. Customer Data->Workflow	
Info	No Approvers found for PR. Please contact WF Approvers Administrator.	
Info	Can delivery date be met?	
Error	Enter a quantity	
Error	Please enter material number or account assignment category	
Info	Item 10 Acct Assgt	
Error	No commitment item entered in item 00010 ARMY	

Technical Information

Messages (Error) (Cont'd)

 Click on the Icon. This will prompt the system to display the error specifics (the errors would've appeared automatically upon an attempt to "Save" or "Check")

Place a check mark next to the desired error needing correction (multiple can be checked)



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Double clicking on a specific error will display a suggestion to fix the

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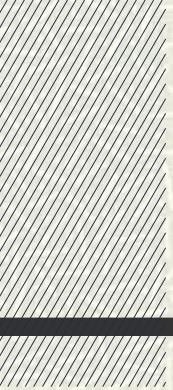
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Search and Input Field Assistance Tips

F1 Key- Specific input field assistant

The screenshot shows the SAP ERP interface. On the left, the 'Create Purchase Order' screen is displayed with the T-code ME21N. A note at the bottom of this screen says 'NOTE: Use T-CODE ME21N'. On the right, a 'Performance Assistant' window titled 'Purchasing Group' provides information about purchasing groups. A yellow callout box on the left side of the screen instructs users to "Single-Click" in the input field and then press the F1 function key. Another yellow callout box at the bottom right states that "Input Fields in all screens will have this help option".

Welcome Tameria O'dell

THE UNITED STATES ARMY - TRAINING

Operational

TED-359

Search Advanced Search

TED-359

Create Purchase Order

ME21N

Save Back Exit Cancel System Document Overview On Create Other

Standard PO Vendor Doc. date 07/14

Purch. Org. Purch. Group Company Code

Delivery/Invoice Conditions Texts Address Communication Partners Additional Data Org.

NOTE: Use T-CODE
ME21N

PO Quantity OUn C Deliv. Date Net Price

F1

Item Detail

Default Values Add Planning

Performance Assistant

Purchasing Group

Key for a buyer or a group of buyers, who is/are responsible for certain purchasing activities.

Use

- Internally, the purchasing group is responsible for the procurement of a material or a class of materials.
- Externally, it is the medium through which contacts with the vendor are maintained.

Input Fields in all screens will have this help option

Specific Field data input and search

The screenshot shows the SAP ERP interface for purchasing organization management. On the left, the main screen displays a navigation bar with 'Welcome Tameria O'dell', 'Operational' status, and 'TED-359'. Below this is a search bar with 'Search' and 'Advanced Search' options. The main area is titled 'Purch. Org.' and contains tabs for 'Standard PO', 'Vendor', 'Delivery/Invoice', 'Conditions', 'Texts', 'Address', 'Comments', and 'Partners'. A red box highlights the 'Purch. Org.' input field, which is currently empty. A large green arrow points from this field to a detailed view window on the right.

If the data is known, it may be input directly into the desired field (the system will accept it if the data has already been staged in the database).

If the data is unknown, most fields will offer a Search option

Purchasing Organization (1)

POrg	Purch. Org. Descr.
ARMY	US Army Purchasing
0001	Einkaufsorg. 0001

Click the "Search" button, (the SAP name for this icon is Match Code). One of two options will appear based on the field. The amount of returns will dictate which option is given to the user. 1. Select the data. 2. Search the database for the desired data.

Note: The F4 key may also be used to prompt the Search windows

Search windows and Wildcards

Example “Vendor” Search window



Restrict Value Range (1) X

Vendors (General) ▼ Vendors by Country/Company Code ▼ Vendors by Company Code ▼ X

Country	<input type="text"/> <input type="button" value="…"/>
City	<input type="text"/>
Search term	<input type="text"/>
Name	<input type="text"/>
Vendor	<input type="text"/>
Company Code	<input type="text"/>
Maximum No. of Hits	<input type="text" value="500"/>

Search windows will offer various options based on the selected field. The criteria may be different for each Field.

-The icon on the right side of the tabs will allow you to select a list of tabs available.

-Items with this icon will display a list of available options when clicked. Once click the desired option and the box will fill.

Search windows and Wildcards (Cont'd)

examples utilizing the “Vendor Search” Search window

There are instances when a search is required, but the user does not have detailed information with which to search. In these cases, a wildcard can be used. The wildcard replaces one or more characters in the search criteria. The wildcard can also represent no character. The asterisk (*) is the character used as a wildcard in GFEBS.

Partial Criteria Surrounded by Wildcards:

company - when input in the “Name” field on the search criteria screen, this will produce all Vendors with the word “company” within their name

Name	*Company*	X	Cty	City	Search...	Name 1	Ven...
			AU	CAMDEN PARK	Z1H26	ACE CHEMICAL COMPANY	Z1H26
			AU	KENSINGTON	ZAC77	ABATE SAFE COMPANY	ZAC77
			AU	KINGSGROVE	ZW840	3E SERVICE COMPANY PTY LT	ZW840

Partial Criteria ending in a Wildcard:

4623* - when input in the “Postal Code” field, this will produce all Vendors with a Zip Code starting with the provided data

Postal Code	4623*	SearchTerm	PostalC...	City	Name 1	Ven...
		0035N	4623	GUNSKIRCHEN	BOMBARDIER ROTAX GMBH MOTO	0035N
		00BL3	46231-0000	INDIANAPOLIS	EMS HERITAGE LABORATORIE	00BL3
		00MG4	46239-1048	INDIANAPOLIS	ASSOCIATED MATERIAL HANDL	00MG4
		00S11	46237-0000	INDIANAPOLIS	ABC CUTTING CONTRACTORS I	00S11

Search windows and Wildcards (Cont'd)

examples utilizing the “Vendor Search” Search window

Partial Criteria Preceded by a Wildcard:

*city - when input in the “City” field, this will produce all Vendors located in cities with the word “city” at the end of their name.

City

SearchTerm	=	PostalC...	City	Name 1
006QS		08401-0000	ATLANTIC CITY	UNIVERSAL SAFETY CO
008C8		08401-0000	ATLANTIC CITY	HISPANIC VENTURES INC
00GZ2		35010-0000	ALEXANDER CITY	CONTEMPORARY TAX AND ACCO

Non-consecutive Partial Criteria with Wildcards:

jo*n* - when input in the “Name” field, this will produce all Vendors with the letters JO and N within their name (in that order).

Name

Cty	=	City	Search...	Name 1	V...
AU		SYDNEY	ZS860	JOAN BARRY THEATRICAL SUP	ZS860
BE		ALKEN	B6210	JO GOVAERTS NV	B6210
CA		TORONTO	L4485	JOAN ROBERTS CONSULTING	L4485

Note: The previous examples showed names, but the same rules hold true for placement of wildcards in numbers. SFIS and GFEBS codes composed of numbers may be searched utilizing the above examples.

System Tips Handout



12/31/2015



- Never utilize the browser “BACK” button while in the GFEBS environment. It will cause the “Webpage to Expire”
- When needing to go back to the previous screen, utilize this button not the browser back button
- Using the “TAB” key is the best way to navigate through input fields. TAB will move the cursor to the next available field; “Alt + TAB”, to the previous field.
- Active fields or fields that your cursor is in may be highlighted in orange.
- Required fields must be completed to process a transaction and are usually denoted by a checkmark.
- Dates are displayed and entered in MM/DD/YYYY format

➤ This icon Collapses menus

➤ This icon Expands menus

System Tips Handout (Cont'd)

Conditions

- This particular TAB indicates there are multiple TABS not shown on the particular Header.
- These ICONS will allow the user to navigate from TAB to TAB (left to right and vice versa). Clicking the folder will allow the user to select a specific TAB not shown on the menu.



Delivery/Invoice
Conditions
Texts
Address
Communication
Partners
Additional Data
Org. Data
Status
Customer Data

GFEBS useful Links



GFEBS Home Page

<http://www.gfebs.army.mil/>

Army Knowledge Online (AKO)

<https://www.us.army.mil>

Performance Support Website (PSW)

<https://trgdelep.gfebs-erp.army.mil/rwdhelp/nav/index.htm>

milWIKI

<https://www.milsuite.mil/wiki/Portal:GFEBS>

Theater Financial Management Support Center/POC

https://www.milsuite.mil/wiki/Theater_Financial_Management_Support_Center/POC



QUESTIONS

A large, white, five-pointed star shape is positioned behind the word "QUESTIONS".

?

GENERAL FUND ENTERPRISE BUSINESS SYSTEM